

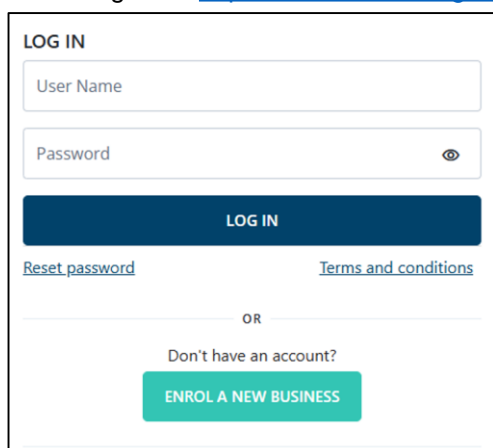
You must keep your AUSTRAC enrolment and account details up to date. Reporting entities must tell us about any changes to enrolment details within 14 days.

This includes:

- the services you provide
- the structure of your business or organisation – including if your business merges with another reporting entity
- contact details
- the names and contact details of key personnel, such as directors or officeholders
- your annual earnings (see updating your annual earnings for more about this).

This guide will show you how to update your details.

1. Navigate to <https://online.austrac.gov.au> and log in with your username and password.



2. This step only applies if you are a user for more than one reporting entity. You will be prompted to select the Business you want to renew registration for.

Please select your Business	
Business Name ▲	Enrolment Status
<a href="#">JOHN CITIZEN PTY LTD</a>	On the roll
<a href="#">JOHN CITIZEN SECOND BUSINESS</a>	On the roll
<a href="#">JOHN CITIZEN THIRD BUSINESS</a>	On the roll
<a href="#">JOHN CITIZEN FOURTH BUSINESS</a>	On the roll

# Quick Reference Guide: How to Update Your Details (ATRC1002H)

## 3. Click **My business**.



Australian Government  
Australian Transaction Reports  
and Analysis Centre

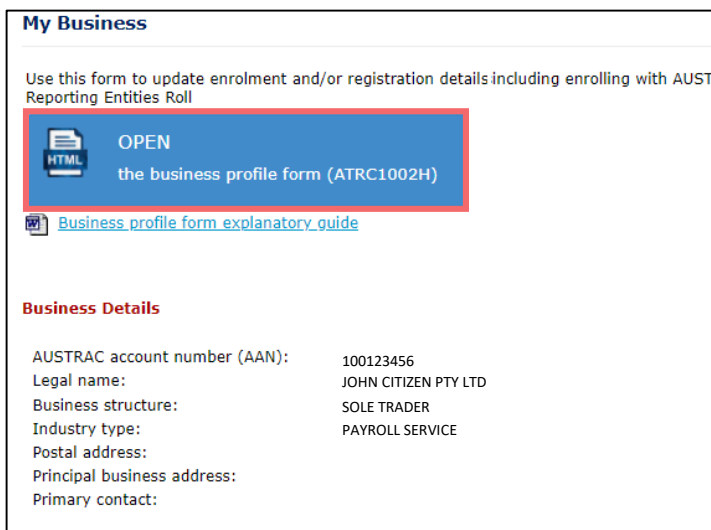
**My Business**

Transaction Reporting

Remittance Sector Register

AUSTRAC Online user guide

## 4. Click **OPEN** the Business profile form (ATRC1002H).



**My Business**

Use this form to update enrolment and/or registration details including enrolling with AUST Reporting Entities Roll

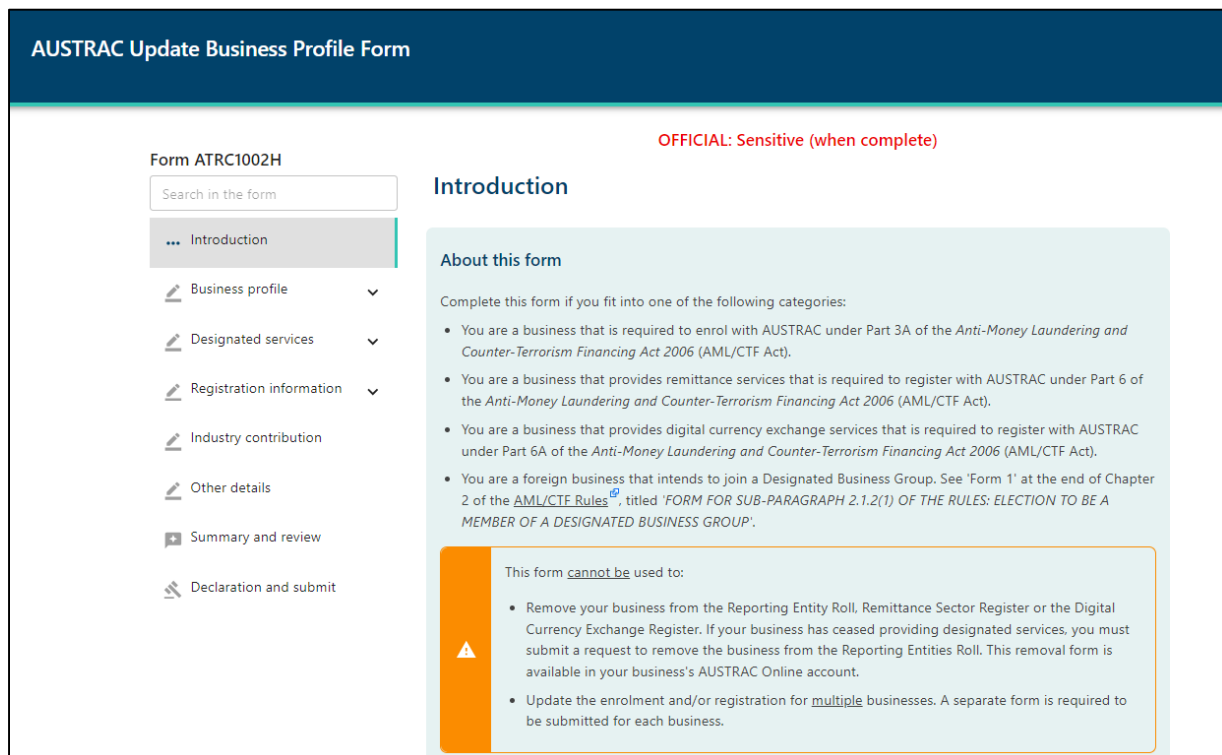
**OPEN**  
the business profile form (ATRC1002H)

[Business profile form explanatory guide](#)

**Business Details**

AUSTRAC account number (AAN):	100123456
Legal name:	JOHN CITIZEN PTY LTD
Business structure:	SOLE TRADER
Industry type:	PAYROLL SERVICE
Postal address:	
Principal business address:	
Primary contact:	

## 5. Proceed with completing the sections on the form that you want to update.



**AUSTRAC Update Business Profile Form**

Form ATRC1002H

Search in the form

... Introduction

Business profile

Designated services

Registration information

Industry contribution

Other details

Summary and review

Declaration and submit

**OFFICIAL: Sensitive (when complete)**

**Introduction**

**About this form**

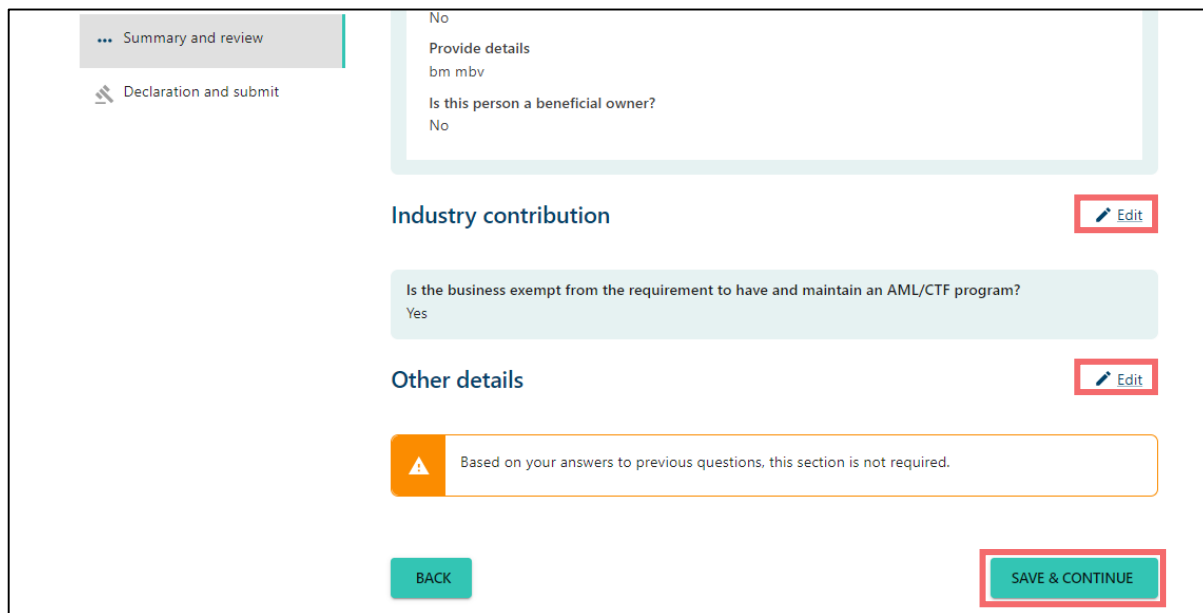
Complete this form if you fit into one of the following categories:

- You are a business that is required to enrol with AUSTRAC under Part 3A of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).
- You are a business that provides remittance services that is required to register with AUSTRAC under Part 6 of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).
- You are a business that provides digital currency exchange services that is required to register with AUSTRAC under Part 6A of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).
- You are a foreign business that intends to join a Designated Business Group. See 'Form 1' at the end of Chapter 2 of the *AML/CTF Rules*, titled 'FORM FOR SUB-PARAGRAPH 2.1.2(1) OF THE RULES: ELECTION TO BE A MEMBER OF A DESIGNATED BUSINESS GROUP'.

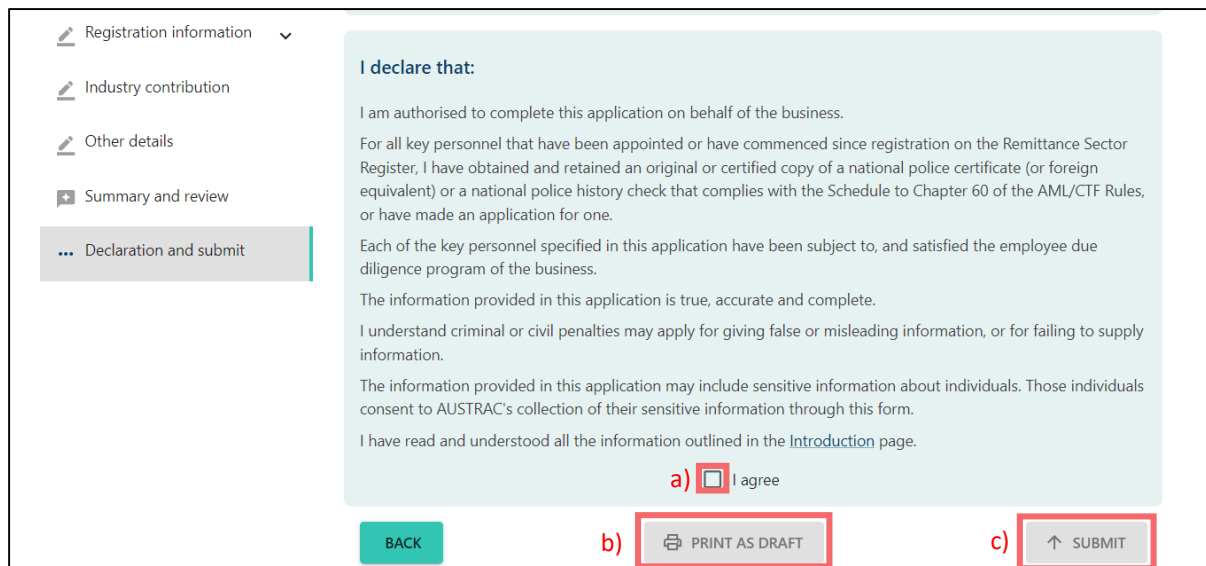
This form cannot be used to:

- Remove your business from the Reporting Entity Roll, Remittance Sector Register or the Digital Currency Exchange Register. If your business has ceased providing designated services, you must submit a request to remove the business from the Reporting Entities Roll. This removal form is available in your business's AUSTRAC Online account.
- Update the enrolment and/or registration for multiple businesses. A separate form is required to be submitted for each business.


6. When you reach the Summary and review section, review everything that you entered in the previous sections. Click on the **Edit** buttons to make any changes. When you are ready to proceed, click **SAVE & CONTINUE**.



7. On the declaration page:
- If you agree with the declaration check the **I agree** box.
  - If you want to print or save a copy of your form, select **PRINT AS DRAFT** (only available after checking the **I agree** box).
  - When you are ready to submit your form, click **SUBMIT** (only available after checking the **I agree** box).




8. Your receipt number is displayed which you can quote for any enquiries about your submission form. Click **DOWNLOAD RECEIPT** to download and save a copy of your submitted form for your records.



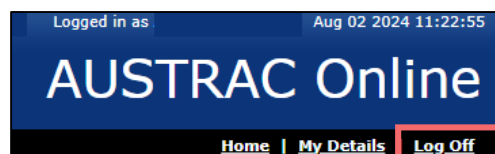
### Application Received

Thank you **JOHN CITIZEN**, your submission has been received for **JOHN CITIZEN PTY LTD** on **01/01/2025 12:00 UTC 10:00**.  
Your receipt number is **ATRC1002H-ABCDEF-123456**.  
Please quote the receipt number when enquiring about your submission.

If you would like to download a PDF copy of your submitted application for your records, click on the button below.

 **DOWNLOAD RECEIPT**

9. Switch back to the browser tab containing AO and continue to undertake any tasks or click **Log Off** to log out.



10. You will receive a submission confirmation email from [contact@austrac.gov.au](mailto:contact@austrac.gov.au) that contains your receipt number, submission date and time link to download your submitted form.